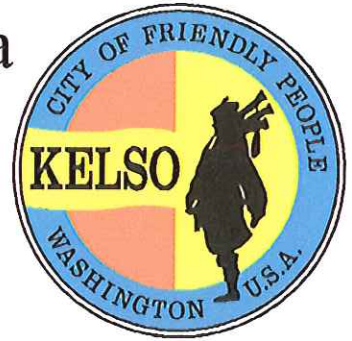


Kelso City Council Agenda

Regular Meeting, 7:00 pm
October 19, 2010
City Hall, Council Chambers
203 S. Pacific
Kelso, WA 98626



****Special accommodations for the handicapped and hearing impaired are available by special arrangement through the City Clerk's Office at 360-423-0900****

Invocation:

Pastor Lee Bailey, North Kelso Baptist Church

Call to Order:

Roll Call to Council Members:

Approve Minutes:

October 5, 2010-Council Workshop
October 5, 2010-Regular Meeting

KSD Student Representative:

Eric McDaniel, ASB President

Proclamation:

Keeping the Lights on After School

Consent Items:

Correction of S. 13th Ave. Overlay Project Closeout
Animal Control Contract
Auditing of Accounts

Citizen Business:

Council Business:

Retirement Incentive Proposal

Action/Motion Items:

Other Items:

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

TOPIC OF DISCUSSION: 2011 BUDGET WORKSHOP

Mayor Futch called the meeting to order.

Councilmembers in attendance were: Futch, Roberson, Myers, McDaniel, and Karnofski. Councilmembers Webb and Schimmel were absent.

Fire Chief Dave LaFave, Cowlitz 2 Fire & Rescue, spoke about a meeting he had with Finance Director Brian Butterfield several days ago concerning the City's budget. Chief LaFave asked Brian how the department heads were being asked to handle the budget issues and was told they were to consider 20 percent cuts in their departments. Cowlitz 2 currently has a service agreement with the City in the amount of \$300,000. A hand-out was given to Councilmembers that shows some of the budget cuts the fire department has already made. Even with those cuts, Cowlitz 2 will cut 20 percent (\$60,000) from their 300,000 contract amount with the City. The City will need to develop a Memo of Understanding outside the terms of the contract. Mayor Futch thanked Chief LaFave for the offer. Chief LaFave would like to have a workshop in the future to discuss the services they offer.

Mayor Futch reminded Councilmembers and the public that the proposed preliminary 2011 budget deficit amounts to approximately \$1.2 million. The department heads have come up with potential 20 percent cuts in their departments bringing the deficit down to approximately \$300,000. The City will not look the same as it did and the level of service that we will be able to provide the citizens will be impacted. It was the consensus of the Council to allow members of the public to speak about their concerns. The following individuals spoke from the audience:

Library Board Chairman Jack Koelker, 805 N. 8th Avenue, gave a history of the library. He asked Councilmembers to consider moving forward with relocating the library at the Three Rivers Mall.

Rick Von Rock, 400 N. 7th, spoke about the current tough economic times and suggested asking the citizens to pay for the services they want. The citizens need to take on some of the burden.

Mayor Futch spoke about some of the options to increase revenue in the future; however, there isn't much that can be done for the 2011 budget. Councilmembers were asked if they had any suggestions as to the approach they would like to take to handle the budget deficit. It was the consensus of the Council to discuss the effects of the proposed cuts for each department. There will still be a deficit of approximately \$240,000 with the offer presented by Cowlitz Two and the following cuts from the various departments:

Community Development

- Lay off 2 FTE
- Elimination of all admin functions and nuisance abatement functions
- Significant reductions in planning services, longer review times and elimination of the comprehensive plan update process

Police Department

- Loss of Captain's position
- Loss of 2 police department positions
- Reduction of jail costs to \$300,000
- Implement booking restrictions program
- No vehicle purchase

Public Works

- 4.5 Reduction in Public Works staff
- No grant preparation or CIP
- No vehicle or computers purchases
- Reduced airport support
- Removes tree trimming, alley & shoulder rocking, pot hole repairs, chip seal and traffic control to name a few

Library

- Eliminate move to the mall
- Eliminate 1 FTE
- Eliminate travel and training
- Eliminate part-time help for Saturday shifts
- Possible timed 2nd floor closures
- An additional adjustment to already limited hours of operation
- Customer service to citizens would suffer due to decreased manpower and hours of operation

Finance and Utility

- Reduction of Finance/Utility employees 2 FTE
- Decreased window hours for receiving payments
- Customer service to citizens would suffer due to decreased manpower and hours of operation.

Lengthy discussion followed concerning each of the proposed cuts in the various departments. It was the consensus of the Council to go ahead with all the proposed cuts, except moving the library to the mall, and to consider raising the business licenses fees from \$25 to \$50 to generate more revenue. Finance Director Butterfield spoke about the possibility of employees agreeing to take other types of cuts to save jobs. It was the consensus of the Council to allow departments to be creative in order to save jobs.

Mayor Futch adjourned the special meeting at 6:38 p.m.

MAYOR

CITY CLERK

KELSO CITY COUNCIL
7:00 P.M.

October 5, 2010
REGULAR MEETING

Pastor Nick Stumbo, East Hills Alliance Church, gave the invocation. Mayor David Futchter led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor Futchter. Councilmembers in attendance were: Futchter, Karnofski, Schimmel, Myers, McDaniel, and Roberson.

Minutes: The minutes of the 9-21-10 Special Council Workshop and the 9-21-10 Regular Meeting were approved by the Council.

STUDENT REPRESENTATIVE:

ASB Vice President Cody Doble: 1) We have a football game with Evergreen on Friday and a volleyball game with Evergreen tonight. 2) Kelso High students are involved in a campaign to promote self respect. One of our main goals this year is to clean up our language.

PRESENTATION:

Employee Recognition: Public works Director David Sypher gave special recognition to the following employees in his department:

Senior Engineer Van McKay has been involved in our stormwater management program and getting us in compliance with state law. Van has worked hard on his own time to get a Masters Certificate in GIS. David presented a plaque to Van.

Project Coordinator Jessica Williams has worked hard getting the filing up to date. Many of our projects were disorganized and we weren't in great compliance with our auditors. Jessica began a certification program which took thirty hours of training. David presented a plaque to Jessica.

South Cowlitz River Trail Plan: Kelso Parks Lead Tim Mackin introduced Paul Youmans, who spoke on behalf of the members of the Parks and Recreation Committee who have been working on the South Cowlitz River Trail Plan. Their goal is to connect Longview and Kelso on both sides of the Cowlitz River with the Castle Rock-to-Lexington Loop trail to the north and continuing south to Gerhart Gardens Park. City of Longview Parks Director Rich Bemm spoke about some of the funding options such as grants, federal transportation dollars, and matching funds through the state recreation office. A map of the trail was given to Councilmembers. The Committee is presenting the concept plan to the park boards of Kelso, Longview, and Cowlitz County, as well as the city councils and county commissioners for their approval. The final step will be review and adoption by the Cowlitz Wahkiakum Council of Governments, with inclusion of the South Cowlitz River Trail as an amendment to the Cowlitz County Regional Trail Plan. Council discussion followed.

CONSENT AGENDA:

1. **Liquor License Renewals:** a) Red Lion Hotel, 510 Kelso Drive; b) Three Rivers Golf Course, 2222 S. River Road; c) Yan's Chinese Restaurant, 300 Long Avenue West
2. **Award Contract for Phase 3 Stormwater Master Plan and Relational Geodatabase Design with Maul Foster & Alongi, Inc. (Project #600805) in the amount of \$191,942.00**
3. **Approve Change Order No. 2 and Final Close-out of Project No. 590809 for S. 10th Avenue Replacement Project with Rotschy, Inc., in the amount of \$283,669.59**

Upon motion by Councilmember Roberson, seconded by Councilmember Karnofski, 'Approve the Consent Agenda,' motion carried, all voting yes.

CITIZEN BUSINESS:

Mike White, 907 S. 6th, spoke about a four-year-old girl in his neighborhood. The child is allowed to go nude while she is outside. Mr. White is worried about the safety of the child and wants to know what can be done. Chief of Police Andrew Hamilton said when the police department is contacted with this type of situation, the parents are notified about the complaint and officers talk with them to determine the status of the child. If it is deemed necessary, officers will contact Child Protective Services.

Councilmember Webb arrived at 7:25 p.m.

Paul Youmans, Pathway 2020, spoke about two reports that were given to Councilmembers. The Community Food Assessment of Cowlitz County Report looks at some of the barriers for people accessing healthy foods and why some areas of the community fight hunger constantly. The Community Environmental Health Assessment Report addresses ways to achieve a healthier environment to improve the quality of life for all people of Cowlitz County.

COUNCIL BUSINESS:**APPOINTMENTS:**

With the consensus of the Council, Mayor Fletcher made the following appointments to the **Highlander Festival Commission**:

Fiina Fowler, Term Expires December 31, 2014

Connie Reams, Term Expires December 31, 2014

MOTION ITEMS:

Resolution No. 10-1028 – Amending the Kelso Park and Recreation Plan to Include the Proposed Cowlitz County Regional Trail Plan: The Deputy City Clerk read the proposed resolution by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Schimmel, 'Adopt Resolution No. 10-1028, 'A RESOLUTION OF THE CITY OF KELSO, WASHINGTON AMENDING THE KELSO PARK AND RECREATION PLAN, AS PARTICULARLY DESCRIBED HEREIN.' Mayor Futch said this would incorporate the South Cowlitz River Trail Plan, discussed earlier, into our Parks Plan. Public Works Director Sypher said this needs to be included in the master plan in order to apply for grants. Motion carried, all voting yes.

MANAGER'S REPORT:

Dennis Richards: 1) Congratulations to Councilmember Karnofski who was just recently married. 2) The Airport Governance meeting will be on Thursday, October 7th. We will continue discussion on how to keep the airport open. 3) The volunteer retirement policy will be brought to the next Council Meeting. 4) Team Kelso is starting to work on getting gift baskets ready for the holidays. 5) There will be a town hall meeting at Wallace School on Wednesday, November 17th at 6:00 p.m. 6) My assistant, Shelly Timm, had an operation on her back and will be out for a few days.

STAFF REPORTS:

Janean Parker: No report

David Sypher: 1) This is the time of season that we try to close out many of our projects such as the overlay, 3rd Street sewer project, and Grimm Road repairs. 2) We are starting our 2011 overlay design work. 3) Some of our bridges are due for inspections. 4) Mayor Futch asked when the overlay list would be available. David said a company by the name of MRC did a street survey a couple of weeks ago. Some of the streets that are being targeted are shown on the boards in the back of the Council Chambers.

Michael Kerins: At the last Council Meeting, I spoke about a list of staff-recommended changes to the zoning ordinance that would be brought to tonight's meeting for review. Hopefully, this will be presented at the next meeting, as I intend to bring forth zoning text changes that the Planning Commission will need to go over.

Cindy Donaldson: 1) The Friends of the Library Book Sale will be on October 15th and 16th. 2) Our story times have started and they are going very well.

Andrew Hamilton: 1) Officers have been busy patrolling the school zones. 2) Two individuals have had operations and are out on medical leave. 3) Staff cuts are on the minds of all our police department personnel.

Brian Butterfield: No report

COUNCIL REPORTS:

John Karnofski: No report. Mayor Fatcher congratulated John, who just got married.

Rick Roberson: Invited citizens to attend the Town Hall meeting at Wallace School on November 17th at 6:00 p.m.

Dan Myers: No report

Todd McDaniel: 1) The Cowlitz Transit Authority has been working on a transportation plan which is almost finished. There will be a meeting at the Longview City Hall on Wednesday, October 27th, to discuss bus routes. 2) CUBS is in process of getting a new attorney.

James Webb: I apologize for my late arrival. Traffic in Portland is terrible!

Gary Schimmel: The Public Health Advisory Committee is still trying to develop what they are going to look like and to define their purpose in the future. Revenue is decreasing, so they are trying to make decisions based on their funding.

David Fatcher: Concerning the budget issues, we have to live within our means. I don't like having to make the cuts we have to make; however, there is no other way to do it.

EXECUTIVE SESSION:

The Council convened into Executive Session at 7:42 p.m. to discuss pending litigation. The Executive Session is expected to last approximately five minutes. No action is expected to be taken. At 7:47 p.m. the Council convened into Regular Session.

There being no further business, Mayor Fatcher adjourned the meeting at 7:48 p.m.

MAYOR

CITY CLERK

PROCLAMATION

**Keeping the Lights On Afterschool
October 21, 2010**

WHEREAS, the citizens of the City of Kelso stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe, challenging, engaging and fun learning experiences to help children and youth develop their social, emotional, physical, cultural and academic skills.
- Support working families by ensuring their children are safe and productive after the regular school day ends.
- Build stronger communities by involving our students, parents, business leaders and adult volunteers in the lives of our young people, thereby promoting positive relationships among children, youth, families and adults.
- Engage families, schools and diverse community partners in advancing the welfare of our children; and

WHEREAS, Big Brothers Big Sisters Columbia Northwest, Boy Scouts Cascade Pacific Council, Cowlitz Substance Abuse Coalition, Girl Scouts of Western Washington, Longview Recreation, Kelso School District, WSU Extension 4-H, Youth & Family Link and other community serving youth organizations have provided significant leadership in the area of community involvement in the education and well being of our youth, grounded in the principle that quality afterschool programs are key to helping our children become successful adults; and

WHEREAS, *Lights On Afterschool*, a national celebration of afterschool programs, promotes the critical importance of quality afterschool programs in the lives of children, their families and their communities; and

WHEREAS, more than 28 million children in the U.S. have parents who work outside the home, 15.1 million children have no place to go after school and many afterschool programs across the country are facing funding shortfalls so severe that they are being forced to close their doors and turn off their lights.

THEREFORE, BE IT RESOLVED that I, David Futcher, Mayor of the City of Kelso, do hereby proclaim October 21, 2010, as "Lights On Afterschool Day"; *AND BE IT FURTHER RESOLVED* that this City enthusiastically endorses *Lights On Afterschool* and commits our community to engage in innovative afterschool programs and activities that ensure the lights stay on and the doors stay open for all children after school.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 19th day of October, 2010.

David Futcher, Mayor

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Correction to the Closeout of
S. 13th Ave. Overlay Project
Project No. 580904

Agenda Item: _____

Dept. of Origin: Public Works - Engineering

For Agenda of: October 19, 2010

Originator: Patrick Harbison, P.E.

Cost of Item: \$176,600.45

City Manager: Dennis Richards

PRESENTED BY:

David M. Sypher, P.E.
Public Works Director

AGENDA ITEM ATTACHMENTS:

August 17, 2010 Agenda Summary Sheet

SUMMARY STATEMENT:

A typo occurred on the August 17th Agenda Summary Sheet for the closeout of the S. 13th Ave. Overlay Project. It incorrectly stated the final contract amount was \$185,430.47. The accurate final contract amount is \$176,600.45.

FINANCIAL SUMMARY:

	Accurate Summary	8/17/10 Summary
Original Contract Amount:	\$ 214,035.00	\$ 214,035.00
Approved Change Orders:	\$ 0.00	\$ 0.00
Final Contract Amount:	\$ 176,600.45	\$ 185,430.47
Change in Contract Amount:	\$ (37,434.55)	\$ (28,604.53)
Retainage Amount:	\$ 8,830.02	\$ 8,830.02

RECOMMENDED ACTION:

Staff recommends approval of the corrected numbers.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

Original/Incorrect

SUBJECT TITLE:

Closeout of S. 13th Ave. Overlay Project
Project No. 580904

Agenda Item: _____

Dept. of Origin: Public Works - Engineering

For Agenda of: August 17, 2010

Originator: Patrick Harbison, P.E.

Cost of Item: \$185,430.47

City Manager: Dennis Richards

PRESENTED BY:

David M. Sypher, P.E.
Public Works Director

AGENDA ITEM ATTACHMENTS:

None

SUMMARY STATEMENT:

Council awarded the contract for the South 13th Avenue Overlay Project to TFT Construction, Inc. of Scappoose, Oregon during the July 7, 2009 council meeting in the amount of \$214,035.00. Work started on July 27, 2009 and the project was completed on July 2, 2010.

This project consisted of making minor pavement repairs, adjusting manholes, water valves, and installing monument covers, placing a 0.15' HMA overlay and replacing appropriate traffic markings on S. 13th Avenue, between Grade Street and Colorado Street. This project was funded via Federal Stimulus ARRA Grant (American Recession Recovery Act).

FINANCIAL SUMMARY:

Original Contract Amount:	\$214,035.00
Approved Change Orders:	\$ 0.00
Final Contract Amount:	\$185,430.47
Change in Contract Amount:	\$(28,604.53)
Retainage Amount:	\$ 8,832.02

RECOMMENDED ACTION:

Staff recommends make a motion accepting the South 13th Avenue Overlay Project as complete.



"Where Pets and People Meet"

HUMANE SOCIETY

"Celebrating over 35 Years of Serving the Community"
P.O. Box 172 • 909 Columbia Blvd. • Longview, WA 98632
(360) 577-0151 Fax (360) 414-0520
email: hsccedir@qwest.net Website: cowlitzhumane.com

August 5, 2010

Kelso Finance
203 S. Pacific
Suite 217
Kelso, Wa. 98626

Dear Mr. Butterfield :

I have reviewed our contract with the City of Kelso for animal control services and pursuant to the terms, submit the following adjustments to the fees for the year 2011. Please review the adjustments and supporting information and let me know if you need any further information or clarification.

3- year average stray animal intake 2007=809, 2008=656, & 2009= 603
an average of 689.34

Contract rate @ \$115 per stray animal= \$79,274.10

License fees collected during 2009 = \$13,154. @ 50% = \$6,577 minus.

2011 BS

~~2010~~ contract fee for animal control services = \$72,697.10 or 12 equal payment of \$6058.10

This rate equates to a cost per animal of \$105.46 based on the average of 689.34 animals. This contract shows a drop in you contract.

2011 BS

~~2010~~ contract fee with contribution to the Spay/Neuter Clinic = \$78,697.10 or equal payments of \$6558.10

As you can see this contract for 2011 is \$3636.23 less than the contract for 2010. Our projection for 2012 will be another savings of around \$2,000 from the 2011 contract. This is due to less animals coming in through our doors, which I credit the Spay/Neuter Clinic for bringing the numbers down.

Receipt of a countersigned copy of this letter will be considered acceptance of the adjusted terms herein outlined. Contact me if you have any questions.

Sincerely,

Rick Johnson
Executive Director

City of Kelso _____

Voluntary Retirement Incentive Program Frequently Asked Questions

- 1. Who is eligible to be considered for the Voluntary Retirement Incentive Program?**
Employees must be eligible for *full* retirement under the PERS or LEOFF plans' retirement criteria by March 31, 2011. Employees who have retired prior to September 25, 2010 are not eligible for the incentive program. Employees who have submitted an intent to retire but haven't separated employment yet are eligible.
- 2. How does an employee determine if they are eligible for this incentive program?**
WA State Department of Retirement Services eligibility for full retirement benefit is:
 - PERS 1: any age with 30 years of service credits; or
 age 55 and 25 years of service credits; or
 age 60 with 5 years of service credits
 - PERS 2: age 65 with 5 years of service credits; or
 age 62 with 30 years of service credits (2008 Early Retirement Factor; if an employee retires using the 2008 ERF, and has not reached age 65, they cannot work in any capacity for a DRS-covered employer and continue to receive their benefit. If an employee does return to work, they will not receive their monthly benefit for any month in which they work. Their benefit will restart the first of the month after they stop working. Once an employee reaches age 65, they can work under the regular retirement rules.)
 - PERS 3: age 65 with:
 10 service credit years; or
 5 service credit years including 12 service credit months earned after age 44; or
 5 service credit years, earned in PERS Plan 2 before June 1, 2003 ; or
 age 62 with 30 years of service credits (2008 Early Retirement Factor; if an employee retires using the 2008 ERF, and has not reached age 65, they cannot work in any capacity for a DRS-covered employer and continue to receive their benefit. If an employee does return to work, they will not receive their monthly benefit for any month in which they work. Their benefit will restart the first of the month after they stop working. Once an employee reaches age 65, they can work under the regular retirement rules.)
 - LEOFF 2: age 53 with 5 years of service credits

Access the Department of Retirement Systems website for further information,
<http://www.drs.wa.gov/member/>

3. What is the incentive being offered?

The incentive program provides a lump sum of \$1,000 per year of City service (rounded down to the closest whole number). The lump sum payment is taxable income; therefore employees are encouraged to consider the tax consequences. There may be options available to minimize the tax effect such as maximizing deferred compensation contributions. Human Resources staff will work with employees on this matter.

4. Why is the City offering this program?

The voluntary retirement incentive is being offered to a limited number of eligible employees as part of efforts to address the \$1.3 million 2011 shortfall in the General and Streets Fund, caused by the ongoing issue of expenses outpacing revenues and made significantly worse by the recent deep recession. However, this strategic measure is primarily aimed at addressing the City's continuing, long-term financial concerns of 2011 and beyond.

5. What is the process?

Employees who believe they are eligible should complete the Application for Voluntary Retirement Incentive and forward to the City Manager's Office by 4:00 p.m., October 22, 2010. Human Resources will then ensure the employee meets the eligibility requirements for the program and then again forward the request to the City Manager for final approval. If the employee is approved, he/she will then be asked to sign a Retirement Incentive Separation Agreement. The employee's retirement date must be no later than end of day March 31, 2011.

6. How many City employees are eligible for the program?

Approximately 10 City employees are thought to be eligible for this program, based on service with the City of Kelso. In addition, there may be other employees who have come to the City with previous service elsewhere that meets Washington state service credit criteria. Those employees should contact Patty Murray in the Finance Department at 423-0900 for more information.

7. Is this incentive applicable to employees eligible to retire after March 31, 2011?

No. Only those employees who are eligible for full retirement by March 31, 2011 are eligible for the incentive.

8. Can employees who have recently retired participate in this program?

No. Employees who have retired prior to September 25, 2010 are not eligible. Employees who have submitted an intent to retire but haven't separated employment yet are eligible.

9. Will employees who apply and are approved for the voluntary retirement incentive still be eligible for unemployment?

The approved employee may not be entitled to unemployment benefits due to a voluntary separation from the City.

10. How will this impact an employee's retirement benefit?

Since retirement benefits are based in part on an employee's length of service, the date of separation will play a determining role in an employee's final retirement benefit. For specifics, please contact Department of Retirement Services (DRS) directly at: 1-800-547-6657.

11. How long do employees have to decide?

If an employee believes they are eligible and wants to participate, they must submit an application by 4:00 p.m., October 22, 2010. If approved, the employee will need to sign a Retirement Incentive Separation Agreement and must retire on or before the end of day March 31, 2011.

12. Can an employee change his/her mind after submitting an application?

Yes. A written request must be submitted to the City Manager no later than seven (7) days after signing the Retirement Incentive Separation Agreement.

13. If an employee retires under this program, will they be put on a reinstatement list?

No. Reinstatement lists are for those employees who have been laid off or demoted as an alternative to being laid off.

14. When would an employee's last day of employment be?

Employees who participate in this program will have to retire by end of day March 31, 2011.

15. Will there be other incentives offered at a later date?

The City of Kelso reserves the right to offer a voluntary retirement incentive or other incentives as needed at any time. Currently, no other offerings of this program are scheduled for 2011.

CITY OF KELSO **RULES OF THE VOLUNTARY RETIREMENT** **INCENTIVE PROGRAM**

1. This is a VOLUNTARY program offered citywide and does not supersede any previously negotiated agreements with bargaining units. The City retains the ability to make any final decisions on the approval/denial of employee applications to participate in the voluntary retirement incentive program.
2. A person applying for the Voluntary Retirement Incentive Program must be eligible for *full* retirement under the PERS or LEOFF plans' retirement criteria by March 31, 2011. Employees who have retired prior to September 25, 2010 are not eligible for the incentive program. Employees who have submitted an intent to retire but haven't separated employment yet are eligible.
3. The voluntary retirement incentive program provides a lump sum of \$1,000 per year of City service.
4. Employees must apply to participate in the voluntary retirement incentive program. Each application will be reviewed by the City Manager for meeting eligibility requirements and must be approved by the City Manager.
5. The program will be subject to the availability of funds. The City reserves the right to suspend or close the program at any time.
6. Employees approved for the incentive program will not be placed on the City's reinstatement list.
7. The approved employee may not be entitled to unemployment benefits due to a voluntary separation from the City.
8. Employee applications for voluntary retirement must be **received** in the City Manager's Office **no later than 4:00 PM, Friday, October 22, 2010**.
9. All employees accepting the voluntary retirement incentive must be separated from the City no later than end of day **March 31, 2011**, and must sign a Retirement Incentive Separation Agreement agreeing to the conditions set forth in the Voluntary Retirement Incentive Program. Receipt of the voluntary retirement incentive is conditioned on their signing the Retirement Incentive Separation Agreement.

10. As a condition for receiving the voluntary retirement incentive, the employee agrees to assist the department with the redistribution of work and/or transfer of functions for the position which they are vacating.
11. Application packets consisting of the Application, Retirement Incentive Separation Agreement and an explanation of the program will be made available on CityNet on the Human Resources page.

All application forms **MUST BE COMPLETED AND FORWARDED** to
The City Manager's Office no later than **4:00 p.m., October 22, 2010.**